



Community Development Department • 500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540  
650-903-6379 • FAX 650-962-6048

November 6, 2009

## **Application Packet for Fiscal Year 2010-11 Funding Cycle - Affordable Housing and Capital Projects Only**

Enclosed is an application package for agencies seeking Community Development Block Grant (CDBG) or HOME Investment Partnership (HOME) Program funding for capital projects during Fiscal Year 2010-11.

In Fiscal Year 2005-06 the City instituted a two-year budget cycle for public service programs, leaving in tact an annual budget cycle for capital projects. The funding cycle for this coming fiscal year, 2010-11, is for capital projects only. The City will not accept or consider new applications for public service programs for the coming fiscal year, 2010-11. All public service programs that are currently funded and demonstrate satisfactory performance will receive a proportionate share of the available public service budget in Fiscal Year 2010-11. The next public service program cycle will be for Fiscal Year 2011-12.

Information is not yet available from HUD regarding the actual amount of CDBG and HOME funding for Fiscal Year 2010-11. We will provide this information when it becomes available but anticipate that the City will receive about \$1.1 million in CDBG and HOME funds.

Applications are due no later than **5:00 p.m. Friday, December 18, 2009** at the address listed above, attention Regina Adams. **One complete application packet is required for each project being submitted for funding.** Duplicate copies of the application are not required.

The following materials are attached for your use:

- ❖ Application Form
- ❖ Exhibit A - The CDBG and HOME Program Citizen Participation Plan that describes the funding process.
- ❖ Exhibit B - A summary of eligible CDBG and HOME Program activities that lists the federal income limits for low income households.
- ❖ Exhibit C - A listing of the assessment factors that will be used in evaluating the proposals.

Please feel free to give me a call if you have any questions. I especially encourage anyone who intends to submit a funding request for a new project to contact me at **650-903-6049** to discuss the project ahead of time. An electronic copy of the funding application can be found on the City's website at

[http://www.ci.mtnview.ca.us/city\\_hall/community\\_development/preservation/cdbg\\_n\\_home.asp](http://www.ci.mtnview.ca.us/city_hall/community_development/preservation/cdbg_n_home.asp).

Sincerely,

Regina Adams  
Senior Planner

## **2010-11 APPLICATION FORM**

### **CITY OF MOUNTAIN VIEW PROPOSAL TO CONTRACT WITH THE CITY TO PROVIDE AFFORDABLE HOUSING OR CAPITAL PROJECTS**

**Due December 18, 2008 at 5:00 p.m.**

This application form is designed to serve as an application for either the Community Development Block Grant (CDBG) Program or the HOME Investment Partnership (HOME) Program.

All agencies funded by the City of Mountain View will be required to submit regular reports regarding progress, expenditures and clients served and must comply with all Federal requirements, including verification of client income.

In completing the application form, please be succinct regarding your proposal. It is very important that you complete all the information requested in the application and Attachment 1. Be sure to use a separate application for each distinct project.

**NOTE: THIS APPLICATION COVERS FISCAL YEAR 2010-11 AND IS FOR AFFORDABLE HOUSING AND OTHER CAPITAL PROJECTS ONLY.**

**Public service applications will not be accepted for Fiscal Year 2010-11. Public service applications will be accepted and considered next year during the Fiscal Year 2011-12 funding cycle.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Requesting Agency

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Contact Person/Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

1. Application Summary

a. Funding Requested for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Amount Requested from the City of Mountain View  
for the Project: \$ \_\_\_\_\_

c. Have you Requested Funds from the City of  
Mountain View for this Project before? \_\_\_\_\_

(1) If "Yes," what year? \_\_\_\_\_

(2) Requested amount? \$ \_\_\_\_\_

(3) Were you funded? \_\_\_\_\_ How much? \$ \_\_\_\_\_

d. Total Anticipated Cost of this Project: \$ \_\_\_\_\_

e. Mountain View's Requested Share of  
the Total Project Budget (%): \_\_\_\_\_ %

f. Total Amount Requested from Other Entities  
for this Project: \$ \_\_\_\_\_

g. Number of Mountain View Residents Who  
Would Benefit Directly from this Project, as Identified  
Under Section 6a and 6b of this Application: \_\_\_\_\_

h. Number of Mountain View Residents on your Board: \_\_\_\_\_

2. Cost Breakdown (Expenses)

Detailed breakdown of the total cost of the project, including any costs to be funded from other sources.

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3. Funding Sources (Revenue)

List all funding sources and amounts for the project. Include Mountain View in your list. Identify funding which is pending versus that which has been obtained. If funds requested from Mountain View are not being leveraged with other funding sources, explain why.

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4. Funding Necessity

Why is City funding of the proposed project necessary?

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5. Schedule and Performance Measures

How will the effectiveness of your project be measured? Over what time frame?  
Identify specific performance/outcome and output measures.

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6. Clientele Information

a. Current Clientele:

- (1) How many clients does the project currently serve on an annual basis? \_\_\_\_\_
- (2) How many of these clients are Mountain View residents? \_\_\_\_\_
- (3) How many of the project's total clients are very low and low income (earning up to 80 percent of median income as adjusted by HUD)? \_\_\_\_\_
- (4) How many of the Mountain View clients are very low and low income? \_\_\_\_\_

Please provide an explanation of the basis for these statistics (e.g., intake forms, surveys, etc.). You should also note whether a verification of income is done and if so, how this is accomplished.

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b. Projected Clientele:

NOTE: The information provided in this section combined with the client information under Item 6a (above) should equal the number of Mountain View clients to benefit from the service shown on 1g.

- (1) Will the proposed assistance result in an increase in the number of clients currently being served by the agency?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If Yes, continue; if No, go on to No. 7.)

- (2) How many total additional clients are expected to be served? \_\_\_\_\_
- (3) Of the total additional clients, how many are expected to be Mountain View residents? \_\_\_\_\_
- (4) How many of the total additional clients are expected to be very low and low income? \_\_\_\_\_
- (5) How many of the additional Mountain View clients are expected to be very low and low income? \_\_\_\_\_
- (6) What is the basis of the projection of additional clients? \_\_\_\_\_
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7. Clientele Demographics

Age breakdown of the projected Mountain View clientele.

- a. Youths (infants to 18 years) \_\_\_\_\_ %
- b. Adults (ages 19 to 62) \_\_\_\_\_ %
- c. Seniors (ages 63 and over) \_\_\_\_\_ %

8. Financial Statements/ Audit and Budget

Attach a copy of the agency's most recent financial statements/audit report and current budget.

9. Access for Persons with Disabilities and Persons with Limited English Proficiency

What are your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency access to services and benefits? (You may append written policies and procedures to your application as "Attachment 2.")

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10. Board Membership

Please list your board members. Be sure to include the city of residence for each (attach a separate list if you wish).

<u>Name</u>	<u>City of Residence</u>	<u>Date of Appointment</u>

11. Please provide the *Supplemental Material* listed in Attachment 1 (Only for Affordable Housing and Capital Projects).

I certify that the above is true and correct, and any material changes will be brought to the attention of the City as soon as noted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized  
Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Person (if different from above)

\_\_\_\_\_  
Phone Number of Contact Person

RA/2/CDD  
893-11-29-07ap^

## SUPPLEMENTAL MATERIAL REQUIRED FOR HOUSING AND OTHER CAPITAL PROJECTS

In addition to the City of Mountain View standard application form, proposals involving housing development, acquisition or rehabilitation of real property or other capital projects must also include the following supplemental material:

1. Letter of introduction providing a detailed description of the project and the need for funding.
2. If the project involves acquisition of property, explain if an option to purchase has been obtained.
3. Project budget, which includes the following information:
  - a) Detailed breakdown of the total cost of the project, including any acquisition, rehabilitation, relocation or other costs.
  - b) Detailed breakdown of anticipated sources of revenue, including the funding being requested from the City of Mountain View.
  - c) Project income, expense and cash flow analysis for a 30-year period.
4. Detailed project schedule.
5. If the proposal involves new construction, a site plan, floor plans and elevations of the project would be desirable but are not required if the project is in the conceptual stage.

### **For Affordable Housing Projects Only**

6. For existing housing developments, provide a listing of the current unit composition and rent structure as well as the proposed unit composition and rents.
7. Explanation of how the project will impact any existing tenants and how the need for any temporary or permanent relocation will be handled.
8. Listing of other projects, similar to the proposal, that have been carried out by the agency (include the project name, address, date when it was carried out, funding sources used, number of housing units, and description of the project).
9. Statement of qualifications/experience of the agency and resumes of the development team staff members.
10. Describe the agency's experience managing similar properties. Provide an overview of how the property will be managed and how any current management or tenant problems will be handled.

ATTACHMENT 1

SUPPLEMENTAL MATERIAL REQUIRED FOR HOUSING AND  
OTHER CAPITAL PROJECTS

11. Green Construction and Rehabilitation. It is the City's intent to direct available funding to affordable housing projects that contribute to energy efficiency, water and other natural resource conservation, and improvement to indoor/outdoor air quality.

For your affordable housing project, provide the following information regarding "Green" construction and upgrades:

- a) An itemized list of green improvements and upgrades that satisfy the City's intentions for Green rehabilitation as listed above.
- b) The amount and percentage of the total project cost dedicated to Green upgrades.
- c) Itemize the estimated cost savings attributed to each Green component in your project.
  - (i) Indicate the annual cost savings and the total cost savings accrued over the life of the improvement/upgrade.
  - (ii) Indicate whether a rater will be used to determine the cost savings and utility of the Green improvement/upgrade.
- d) Itemize how the estimated cost savings will be used, e.g. to reduce operating deficits, to maintain affordability, or to build project reserves, explaining who will benefit from the cost savings, e.g. the tenants, project, or other entity.

Examples of Green rehabilitation construction and upgrades include solar panels, sustainable wood products, xeriscape (a landscaping method that uses drought-resistant plants to conserve resources, especially water), sensor lighting, high-performance windows, tankless water heaters, irrigation systems with shut-off meters and pressure regulating devices.

ATTACHMENT 1

## SUPPLEMENTAL MATERIAL REQUIRED FOR HOUSING AND OTHER CAPITAL PROJECTS

Use of materials and construction that are approved under the following programs would be considered eligible as a Green upgrade:

- ◆ Energy Star - <http://www.energystar.gov>
- ◆ New Solar Homes - <http://www.gosolarcalifornia.org/nshp/index.html>
- ◆ GreenPoint Rated - <http://www.builditgreen.org/greenpoint-rated>
- ◆ LEED for Homes - [http://www.greenhomeguide.org/green\\_home\\_programs/leed\\_for\\_homes.html](http://www.greenhomeguide.org/green_home_programs/leed_for_homes.html)
- ◆ Green Communities - <http://www.greencommunitiesonline.org>

**Note:** Leveraging of non-city funding sources is one assessment factor used to evaluate the project. Affordable housing project applicants may be required to provide matching funds as a stipulation of any CDBG or HOME award. Typically use of HOME funds requires a minimum 25% match.

# Citizen Participation Plan for the Development of the Consolidated Plan, Amendments to the Plan, Annual Action Plan and Annual Performance Report

Adopted by the City Council January 25, 2000

In accordance with the requirements of Federal law, the City of Mountain View hereby provides its plan for citizen participation in the City's Community Development Block Grant (CDBG) Program and HOME Investment Partnership (HOME) Program. This plan applies to citizens, non-profit organizations and other interested parties.

## GOALS/OBJECTIVES

- The objective of the Community Development Block Grant (CDBG) Program is to provide decent housing and a suitable living environment, and to expand economic opportunities, principally for persons of low income (up to 80 percent of median income), as defined by the U.S. Department of Housing and Urban Development. In addition, the program is directed toward the provision of improved community facilities and services.
- The objective of the HOME Investment Partnership (HOME) Program is to increase the supply of decent and safe affordable housing for lower income households.

## CONSOLIDATED PLAN

Per Federal Regulations, the City will produce and follow a Consolidated Plan, defined as a five year comprehensive planning document which identifies the City's overall needs for affordable and supportive housing as well as non-housing community development needs and identifies the resources expected to be available to address the identified needs. The Consolidated Plan includes the following documents:

- a five year Strategic Plan which provides a five year strategy for use of available resources to meet the identified needs and describes the actions, programs, objectives and projects to be undertaken during the five year period.
- a one year Action Plan which is prepared annually and describes the activities the City will undertake during the upcoming program year using available funds for meeting the objectives identified in the Strategic Plan.
- an annual Performance Report which identifies the accomplishments in meeting the goals and objectives of the preceding year Action Plan.

As part of this consolidated planning process, the City will make funding applications available, accept requests for funds from eligible organizations, and make funding decisions, based on the identified goals and objectives in the Strategic Plan.

## POLICY

It is the intent of the City of Mountain View to provide for and encourage citizen participation with particular emphasis on participation by persons of lower income who are residents of areas in which CDBG and HOME funds may be spent. The City of Mountain View encourages the participation (in all stages of the Consolidated Planning process) of all its residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments and residents of assisted housing developments and recipients of tenant-based assistance.

## PARTICIPATION

In order to encourage citizen participation by low-income residents, minorities, non-English speaking residents as well as persons with mobility, visual or hearing impairments, in the development of the Consolidated Plan, Amendments to the Plan, Action Plan and Performance Report, the City will carry out the following activities:

- In the case where a significant number of non-English-speaking residents can be expected to attend public hearings, the City will provide reasonable accommodations by hiring a translator to assist the non-English speaking residents to communicate during the public hearing.
- Where feasible, a display ad will be placed in the local newspaper, The Voice.
- A mailing list of interested persons and groups will be maintained and will be used to mail announcements to.
- Announcements of upcoming hearings and Consolidated Plan activities will be sent to the managers of subsidized housing with the request that the notices be distributed to each of the tenants in the complex.
- Announcements of upcoming hearings and Consolidated Plan activities will be sent to agencies, which provide services to low-income residents, with the request that the information be distributed to their clients.
- Information regarding hearings and Consolidated Plan activities will be sent to the local Housing Authority so the information can be made available at the annual public hearing required for the Public Housing Agency Plan.

#### **ACCESS TO INFORMATION**

Interested parties will have reasonable and timely access to the following information and records relating to the City's Consolidated Plan and use of CDBG and HOME funding during the past five years:

- Consolidated Plan and any amendments, Action Plan, Annual Performance Report
- Any staff reports regarding the CDBG and HOME Programs
- Applications submitted for funding consideration
- The amount of CDBG and HOME funds available and the range of activities to be undertaken, as well as the amount of funding that will be used to benefit very low and low-income residents.
- CDBG and HOME Program records for the past five years.
- Information regarding upcoming meetings and records relating to the proposed use of funds.

#### **PUBLISHING THE PLAN**

The City of Mountain View shall publish its proposed Consolidated Plan submissions so that affected citizens have sufficient opportunity to review the material and provide comments. The City will carry out the following:

##### **Consolidated Plan and Annual Action Plan**

- A summary of the proposed Consolidated Plan submission will be published in one or more newspapers of general circulation. The summary will describe the contents and purpose of the Consolidated Plan and will include a list of locations where copies of the entire plan may be examined. A minimum of 30 days will be provided for public comments on the Consolidated Plan submission.

- The City will make copies of the proposed Consolidated Plan available at the Library and City Hall. In addition, a reasonable number of free copies of the plan will be provided to citizens and groups that request them.
- A mailing list of interested parties will be maintained and a summary of the proposed Consolidated Plan submission will be mailed to persons and groups on this list.
- In preparing the Consolidated Plan, the City shall consider and address all comments or views of citizens, public agencies and other interested parties received in writing or orally at public hearings.

#### Annual Performance Report

- A notice will be published in one or more newspapers of general circulation notifying citizens of the availability of the annual Performance Report. The notice will include a list of locations where copies of the entire Performance Report may be obtained. A minimum of 15 days will be provided for public comments on the Performance Report before it is submitted to HUD.
- The City shall consider all comments or views received in writing or orally at public hearings in preparing the performance report and a summary of these comments shall be attached to the performance report.

#### PUBLIC HEARINGS

- The City will provide a minimum of two public hearings per year to obtain citizens' views and to respond to proposals and questions. The hearings will be held at two different stages of the program year.
- All public hearings will be held at times and locations convenient to potential and actual beneficiaries and with reasonable accommodations for persons with disabilities. In general, hearings will be held in the evening at City Hall due to its central location, convenient access and disability accessibility. Translation services will be provided when there is an indication that non-English speaking persons will be attending. Other reasonable accommodations will be provided on a case-by-case basis.
- At least one public hearing will be held before a draft Consolidated Plan is published for comments.

#### NOTICE OF HEARINGS/ACCESS TO MEETINGS

The City will provide adequate, timely notification of hearings so that citizens and other interested parties may attend. A minimum of 14 days notice will be provided for all meetings regarding the CDBG and HOME Programs.

- A mailing list of interested persons and groups will be maintained and will be used to mail announcements to.
- A notice will be placed in a newspaper of general circulation.
- A notice will be placed in the City Hall bulletin board.
- Where feasible, a display ad will be placed in the local newspaper, The Voice.

## **TECHNICAL ASSISTANCE**

The City will provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals.

Requests for technical assistance shall be sent in writing to the Community Development Department, P.O. Box 7540, Mountain View, CA 94039. Such requests shall provide the following information: 1) the program/project for which technical assistance is being requested; 2) the timeline for the program/project; 3) the number of persons who would benefit from the program/project; and 4) the type of technical assistance being requested.

The City will identify if any additional information is needed and inform the parties of the additional information needed within 15 days of receiving the request for technical assistance.

Upon receipt of a request for technical assistance, which provides all necessary information, the City will respond within 15 days of receiving the request regarding the type of assistance that can be provided and the timeline for providing the assistance.

## **COMPLAINTS**

Complaints from citizens related to the Consolidated Plan, Amendments and Performance Report must be submitted in writing or made during a public hearing. For complaints made at a public hearing, a response shall be provided at that time or if additional research is needed, a written response will follow no later than 15 days after the meeting. For written complaints, a written response shall be provided within 15 days of receipt of the complaint.

## **SUBSTANTIAL AMENDMENTS**

Prior to the submission of any substantial change in the Consolidated Plan or proposed use of funds, citizens will be provided a minimum of 30 days to comment on the proposed changes prior to the changes being implemented. The City shall consider all comments received and a summary of comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment.

Substantial amendments shall be defined as (1) changes in the use of CDBG or HOME funds from one eligible activity to another; (2) changes in the method of distribution of such funds; (3) changes in policy or goals and objectives; and (4) other similar changes.

## **ANTI DISPLACEMENT POLICY**

It is the policy of the City to avoid, to the greatest extent feasible, the involuntary displacement of any persons, property or businesses as a result of CDBG or HOME activities. Displacement occurs when a "person" or their property is displaced as a direct result of a federally assisted acquisition, demolition or rehabilitation project.

All efforts to minimize involuntary displacement will be carried out by designing activities in such a way that displacement is avoided, except in extraordinary circumstances where no feasible alternatives to displacement are available if the City's community development objectives are to be met. The City will take all reasonable steps to avoid displacement, such as assuring whenever possible, that residential occupants of buildings to be rehabilitated are offered an opportunity to return; planning rehabilitation projects to include "staging" where this would minimize displacement; and following federal notification requirements carefully to assure that households do not leave because they are not informed about the plans for the project or their rights for relocation benefits.

Should involuntary displacement become necessary under such circumstances, relocation benefits will be provided in accordance with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as



amended (URA) and 24 CFR 570.606(b); and (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan (Plan) under Section 104(d) of the HUD Act. The policies and requirements of these laws are described in HUD Handbook 1378 and the City shall strictly abide by these policies and laws.

## **Exhibit B**

### **CDBG AND HOME PROGRAMS SUMMARY OF THE PURPOSE OF THE PROGRAMS, FUNDING PROCESS AND ELIGIBLE ACTIVITIES**

#### **CDBG PROGRAM**

The Community Development Block Grant (CDBG) Program was established by the Housing and Community Development Act of 1974 and is administered through the U.S. Department of Housing and Urban Development (HUD). The objective of the CDBG Program is "the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and very low income."

The program provides annual grants on a formula basis to entitlement cities (such as Mountain View) and counties. The City of Mountain View allocates most of its CDBG funds, through a competitive funding process, to local nonprofit agencies in the form of grants and loans to carry out eligible activities that benefit low income Mountain View residents.

#### **Funding Process**

The funding process starts up in November, when the funding applications are made available. Proposals are typically due in early January. Between February and May a number of City Council and Human Relations Commission meetings are held in order to review the proposals. The Mountain View City Council, with input from the Human Relations Commission, decides which programs and projects to fund. The funding process concludes on May 15, when the City's Action Plan (one year plan detailing how the funds will be used) is due to HUD. The funds are made available on a fiscal year basis which starts July 1 and concludes on June 30.

Funding proposals are evaluated based on 12 Assessment Factors (Exhibit B) as well as consistency with the City's Consolidated Plan. The Consolidated Plan is a 5-year planning document that identifies housing and community development needs, analyzes existing federal resources and establishes strategies and priorities for addressing the identified needs.

The City's 2005-2010 Consolidated Plan identifies the creation of more affordable rental housing as well as the preservation and rehabilitation of existing subsidized housing as high priority needs. Other high priority needs included the provision of public services and programs that provide opportunities for self-sufficiency as well as shelter and support services for homeless persons, youths and families. The Consolidated Plan Executive Summary is provided under Exhibit E and the entire document is available upon request.

### **CDBG Program Eligible Activities**

Determining if an activity may be assisted with CDBG funds involves an initial three step process. The first step is to determine if the activity is an "Eligible Activity" per CDBG rules and regulations. The second step is to assess whether the proposed activity is considered an explicitly "Ineligible" activity. Outlined below is a summary of Eligible and Ineligible activities. Finally, the activity has to meet one of three National

Objectives of the CDBG Program:

1. Benefiting low income persons - A minimum of 51 percent of the clients served must be low income (reference Attachment I for maximum incomes).
2. Addressing slum or blight conditions in an area which meets the local or State definition of slums or blight, which is in an urban renewal area or on a project spot basis if the project is limited to only those activities necessary to eliminate the specific conditions detrimental to public health and safety.
3. Meeting a particularly urgent community development need, so that the project will alleviate conditions which pose a serious or immediate threat to the health or welfare of the community and which are of recent origin.

In addition, there is a requirement that, over a period of not more than three years, at least 70 percent of the City's CDBG funds will be used for activities that principally benefit lower income persons. Additional steps for determining eligibility to receive funding involve a review of proposed project costs and a determination that the costs appear to be necessary, reasonable and otherwise conform to federal requirements. Completion of an environmental review and clearance procedures are additional requirements to determining the eligibility of a project for CDBG funds.

## Eligible CDBG Activities:

1. Acquisition of real property (including property which is blighted or inappropriately developed; buildings which are suitable for rehabilitation; open space; buildings or sites, which are appropriate for historic preservation; and land to be used for development of low- and moderate-income housing).
2. Rehabilitation of privately or publicly owned structures (with the exception of buildings used for the conduct of general local government).
3. Public facilities and improvements (including acquisition, construction, reconstruction, rehabilitation or installation). Examples include street improvements, water and sewer facilities, neighborhood centers, and parks, playgrounds and other recreational facilities.
4. Clearance activities (clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites).
5. Public services (i.e. social services). There is a restriction that CDBG funds may not be used in place of city funds in situations where a city has paid for the cost of a public service within the prior 12 months. Also, there is a limit of 15 percent of the amount of a City's CDBG grant which may be expended on public services.
6. Removal of architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons to publicly or privately-owned buildings, facilities and improvements (i.e. ramps, grab bars, etc.).
7. Interim assistance (repairs, etc. in an emergency situation pending the installation of permanent improvements).
8. Economic development activities, including loans to private businesses, for the purpose of creating permanent jobs for low and moderate income persons, assisting a business which serves a primarily low and moderate income residential area, or inducing a business to locate in a redeveloping blighted area.
9. Relocation costs for persons displaced as a result of an activity funded with CDBG or HOME funds.

### Ineligible Activities:

1. Buildings or portions thereof used predominantly for the conduct of general government.
2. General government expenses.
3. Political activities.
4. The purchase of equipment, except equipment to be used in connection with eligible CDBG funded activities such as administration and public services and integral structural fixtures.
5. Operating and maintenance expenses, except for program administration and eligible public services.
6. New housing construction, except when carried out by certain eligible nonprofit organizations.
7. Income payments for housing or any other purpose.

### HOME PROGRAM

The HOME Program was created by the National Affordable Housing Act of 1990. The objectives of the program are to provide decent affordable housing to lower-income households. HOME provides formula grants to states, counties and cities that can be used to fund a wide range of affordable housing projects. Most HOME projects require a 25 percent matching permanent contribution to affordable housing to be funded from non-federal funds.

Program beneficiaries must be tenants or homeowners with annual (gross) incomes of up to 80 percent of median income, or as determined by the Department of Housing and Urban Development, for Santa Clara County. For rental housing, 90 percent of the assisted units must be available to tenants with incomes below 60 percent of median income.

15 percent of a city's HOME allocation must be reserved for projects carried out by Community Housing Development Organizations (CHDOs), a type of non-profit housing organization that meets certain criteria under the HOME Program.

## **Funding Process**

The funding process for HOME is the same as that described for the CDBG Program.

## **HOME Program Eligible Activities**

Objectives of the HOME Program:

1. Strengthen public private partnerships.
2. Expand and increase the supply of decent, safe, sanitary, and affordable housing opportunities, for low-income and very low-income persons.

Eligible HOME Activities:

1. Rehabilitation of existing affordable housing.
2. Conversion of an existing structure from an alternative use to affordable housing.
3. Reconstruction of existing housing for provision of affordable housing.
4. New construction of affordable housing.
5. Tenant-based rental assistance.
6. Property acquisition for provision of affordable housing.
7. Acquisition and rehabilitation or new construction of homes for low income homebuyers.

Ineligible HOME Activities:

1. Project reserve account (i.e. capitalization of initial project reserves, including reserves for replacement and operating costs, cannot be established with HOME funds).  
The exception to this is for new construction or substantial rehabilitation, where a reserve may be established to meet any shortfall in project income during rent-up, not to exceed an 18 month period).

2. Emergency repair programs which do not bring properties up to federal Housing Quality Standards.
3. Ineligible properties (Le. public housing, properties receiving Rental Rehabilitation Program funds, commercial properties, short-term shelters, etc.).
4. Tenant based rental assistance for special purposes (i.e. HOME funds cannot be used for certain mandated existing Section 8 program uses or as rental assistance in conjunction with the federal Rental Rehabilitation Program to prevent displacement).
5. Project based rental assistance (i.e. rental assistance to tenants if receipt of the funds is tied to continued occupancy in a particular project).
6. Preservation of certain HUD subsidized low income housing mortgages.
7. Match for other programs (Le. HOME funds cannot be used as the "non-federal" match for other federal, state or local initiatives, with the exception of McKinney Act funds).

## ATTACHMENT 1 of EXHIBIT B

<b>2009 HUD Income Eligibility Limits Number of Persons In Household</b>	<b>Low Income 80% of Median</b>	<b>Very Low Income (50% of Median)</b>	<b>Extremely Low Income (30% of Median)</b>
1	\$59,400	\$37,150	\$22,300
2	\$67,900	\$42,450	\$25,500
3	\$76,400	\$47,750	\$28,650
4	\$84,900	\$53,050	\$31,850
5	\$91,650	\$57,300	\$34,400
6	\$98,450	\$61,550	\$36,950
7	\$105,250	\$65,800	\$39,500
8	\$112,050	\$70,050	\$42,050



## **Exhibit C**

### **ASSESSMENT FACTORS FOR HOUSING/CAPITAL AND PUBLIC SERVICE PROPOSALS**

1. PROJECT DESCRIPTION. Is the proposed project/activity clearly described and well thought out?
2. NUMBER OF MOUNTAIN VIEW RESIDENTS SERVED BY THE PROJECT. Are there accurate client records indicating the number of Mountain View residents to be served?
3. PERCENTAGE OF MOUNTAIN VIEW RESIDENTS SERVED WHO ARE LOW INCOME. Are at least 51% of the Mountain View residents served low income (64% of median) as required by Federal regulations? Does the agency have an effective system for verifying clients' incomes? Will the project in combination with the other projects being funded allow the City to meet the Federal requirement that the program overall serve a minimum of 70% low income residents?
4. PROJECT COST. Is the requested project cost reasonable? Is the cost per client reasonable for the proposed service(s)? If agency is requesting increased funding, will the numbers of persons being served also increase? Are there other more cost-effective ways to meet the same need?
5. LEVERAGING OF FUNDS. Does the agency have any other funds or funding commitments to assist in financing the project?
6. FUNDING FAIR SHARE. If the program serves an area larger than the City of Mountain View, is the funding prorated so that Mountain View would not pay a disproportionate share of the project costs?
7. COST DOCUMENTATION. Did the agency/organization provide documentation supporting the cost of the project (e.g., real estate appraisal in the case of acquisition projects, verifiable construction cost estimates in the case of construction or rehabilitation projects, line item budgets in the case of social service projects)?
8. IS THERE A DEMONSTRATED NEED FOR FUNDS? Has the agency presented a convincing case as to the need for funding from Mountain View? Will the project be unable to continue or service substantially decrease or cease without City funding?
9. PROJECT HISTORY. Does the project's past history warrant continued or increased funding? Has the project in the past been successful at serving the projected number of low and moderate income clients? Has there been a demonstrated need for the services provided by the project?
10. NEED FOR PROJECT. Does the project address the most urgent needs of lower income residents? Will the project address the needs of lower income residents as identified in the City's Consolidated Plan? Will the project contribute to economic, social and racial community integration?
11. SCHEDULE. Is there a realistic schedule indicating when funds will be needed and when the project will be implemented and completed? Does the project provide for the expeditious expenditure of funds (within the fiscal year of approval)?
12. LOCAL AFFILIATION. Does the agency have members of the Board of Directors who are residents of Mountain View or have other ties to the City of Mountain View?
13. GREEN COMPONENTS. For affordable housing projects requesting funding, does the project incorporate energy efficiency and conservation components? What cost percentage of the project consists of Green components? How are the cost savings resulting from Green components used, i.e. will the savings directly benefit the project or return to the project applicant?